BS&A SOFTWARE®

EXPERIENCE

THE DIFFERENCE

Financial Management
Human Resource Management
Utilities Management
BS&A Online Services

SERVICE-SOLUTIONS-SUPPORT-SATISFACTION

At BS&A, our goal is to bring meaningful and sustainable value to our customers. With over thirty years of experience in the public sector, we have learned there are three key factors in delivering value... people, technology, and integration.

OUR HISTORY

BS&A Software has been providing exceptional software to local governments since 1987. Our customer base is 2,100 and counting. Our local government software solutions make it easy to manage and operate all aspects of municipal finance, utilities management, human resources, and community development. Our intuitive and highly-functional Cloud software, unparalleled customer care, and robust solutions continue to exceed our customers' expectations.

EFFICIENT LOCAL GOVERNMENT SOFTWARE WITH EXCEPTIONAL CUSTOMER SUPPORT

BS&A's local government software solutions are built on user feedback. We continue to improve our software by asking our clients what they need. This has allowed us to create software with the capabilities and user-friendliness that actually improves your workday. We support our software solutions with exemplary customer service, enabling us to help you streamline your processes.

UNPARALLELED SUPPORT

BS&A Software has built its foundation on outstanding customer support. We work closely with our customers to not only solve problems, but also incorporate feedback to create a better platform. We are "externally driven," ensuring that our staff focuses on customer needs first.

If you have a question, BS&A software experts will work with you personally.

WHAT UNPARALLELED SUPPORT MEANS TO US:

Customer-focused attention:
Our support technicians and software developers consistently go the extra mile to solve customer issues. This is built into our company culture, and we give our experts the assistance they need to be at the top of their game.

Fast and responsive:
We regularly add features and improve our software to provide our customers with software solutions that are always improving. Our customer support experts are available by phone and email; and you can easily request assistance from within our software. Remote Assistance allows us to work with you to answer questions. You will never be stuck in an automated phone system or voice mail jail.

Prioritizing customers:
Every six months we conduct detailed customer satisfaction surveys to ensure your software is helping your government improve operations.

Transparency:
When potential customers are interested in talking to our existing users, we don't limit them to 3 or 4 handpicked references. Instead, we provide our entire customer list, including contact names and phone numbers. We are confident in every customer relationship.

Risk-reversal pledge:
We offer a one-year, risk-reversal pledge on all of our software solutions. If up to a year after activation you are not happy with our software and service, you can return the software for a full refund.

"Speaking for the City, the entire process was an amazingly smooth one, and employees, management, and City Council are very pleased with the new software. Working with the BS&A project management folks, IT Team, and each implementation and training specialist was a pleasure. When things didn't work quite right, which was rare, it just provided comic relief!"

– Dahlonega, GA

"When you partner with BS&A, you get software that works great now, and helps communities move to the next level. Their software allowed us to easily move into a paperless environment. Now when auditors come, we don't spend hours pulling invoices and journal entries only to re-file them again later. If we want to see the invoice or journal entry support, it's all available in our system. I already got rid of an entire filing cabinet because I just don't have the paper anymore! One of my favorite parts of BS&A is simply the ease of use of the software. Everything is intuitive and easy."

– Village of Shorewood, WI

FINANCIAL MANAGEMENT SUITE

Built from the ground up to help navigate the ever-changing workforce that local governments face, BS&A Cloud's Financial Management Suite provides access anytime, anywhere.
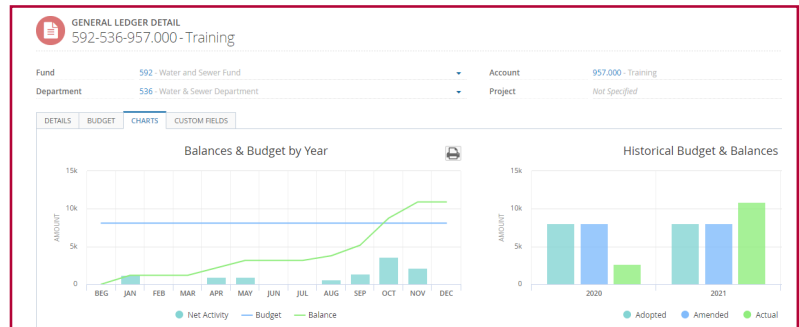
BS&A's comprehensive suite is designed exclusively for local government, and written with the end-user in mind. All data is shared across modules, eliminating the need for duplicate data entry. Clear workflows and custom reports enable you to make strategic, data-driven decisions. Quickly assess your performance through flexible, user-defined dashboards. The suite's wide assortment of modules provides a strong core financial management solution that allows you to increase efficiency and eliminate redundant data entry.
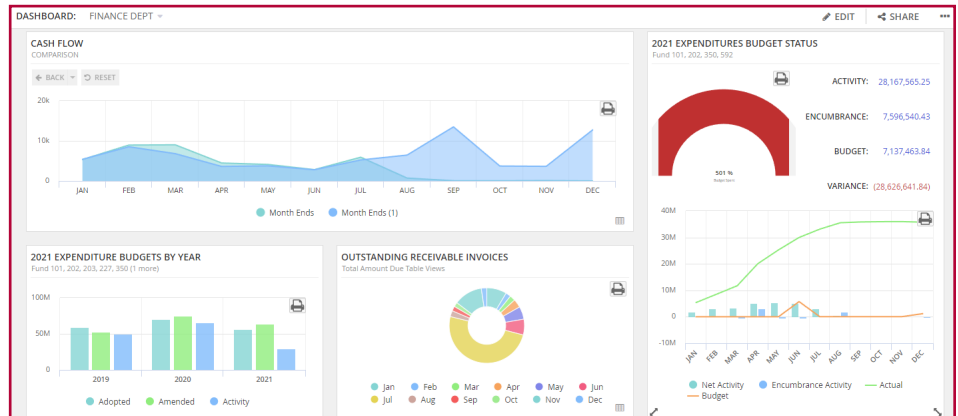
GENERAL LEDGER

BS&A's General Ledger module is the foundation of our Cloud Financial Management Suite. It acts as the central data warehouse for financial entries from other modules in the Suite, while also providing strict security and control.

It is a powerful general ledger system designed using Generally Accepted Accounting Principles (GAAP) for fund accounting, and to address the specific needs of GASB reporting. The flexible chart of accounts structure and sophisticated reporting tools allow you to comply with your state's regulations and meet your specific needs.

PROJECT & GRANT ACCOUNTING

General Ledger's Project & Grant Accounting feature allows for the tracking of budgets, expenditures, and revenues for complete transparency with your constituents.

Project Accounting empowers you to budget for current projects. With General Ledger's Project Accounting capabilities, you are able to quickly view the budget status for the project in real-time, with comprehensive drilldown functionality to view the transactions that make up your activity.

Grant Accounting and tracking has become critical to local governments. With General Ledger's Grant Accounting capabilities, you are able to budget and report your grant activity in the grant's unique fiscal year, as it can differ from your municipality's Fiscal Year End. You have the versatility of budgeting for the present year as well as future years in which you may be planning large purchases or projects that are grant-funded. Perhaps your grant requires the use of the funding within the next few years; you can easily track items such as lifetime activity, expiration date, and activity relative to the budget within the Grant View, as well as generate detailed grant reports.

Projects » SIDEWALKPR - SIDEWALK IMPROVEMENT PROJECT

GENERAL LEDGER NUMBER ▲	DESCRIPTION	2020 BALANCE DR (CR)	2021 BALANCE DR (CR)	2021 AMND. BDGT.	AVAILABLE	LIFETIME ACTIVITY
Assets						
101-000-001.000-SIDEWALKPR	Cash	1,653.94	1,953.94	0.00	(1,353.94)	1,953.94
101-000-002.000-SIDEWALKPR	Cash - Savings	(80.00)	(24.00)	0.00	49.00	(24.00)
101-101-101.000-SIDEWALKPR	Inventory- Assets	0.00	0.00	0.00	0.00	0.00
Assets Totals		Total: 1,573.94	Total: 1,929.94	Total: 0.00	Total: (1,304.94)	Total: 1,929.94
Revenues						
Expenditures						
101-101-942.000-SIDEWALKPR	Equipment Rental	0.00	0.00	0.00	0.00	1,407.00
101-101-974.000-SIDEWALKPR	Land Improvements	0.00	0.00	0.00	0.00	1,451.00
101-201-936.000-SIDEWALKPR	Equipment Maintenance	0.00	0.00	0.00	0.00	1,942.25
101-301-920.000-SIDEWALKPR	Utilities	0.00	0.00	0.00	0.00	146.32
101-400-703.000-SIDEWALKPR	Salaries	0.00	0.00	0.00	0.00	422,307.88
101-400-706.000-SIDEWALKPR	Overtime	0.00	0.00	0.00	0.00	0.00
Expenditures Totals		Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00	Total: 462,874.27

BANK RECONCILIATION

Many software applications use the term "reconciliation," when they merely offer the ability to mark checks as cleared. BS&A Cloud's General Ledger module offers a more comprehensive solution. You can manually identify open and cleared transactions – individually or in groups, or via an import file from your bank. Multiple bank accounts and pooled cash functionality are easily managed with our Bank Reconciliation feature.

General Ledger's Bank Reconciliation feature also allows for the grouping of cash transactions by deposit, and reconciles other transactions (e.g., manual journal entries) that affect cash. This facilitates a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

CASH RECEIPTING

Centralize or decentralize your cashiering process with BS&A Cloud's Cash Receipting module, a robust cashiering solution that manages revenue collection from multiple locations and collection points. Easily accept payment for utility bills, property taxes, fees, tickets, fines and more.

Cash Receipting allows you to manage revenue collection with integrated hardware – receipt printers; scanners; barcode readers; credit card readers. You can add user-defined receipt items to handle charges not maintained by any of the BS&A Cloud modules. Receipt items can be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates an export file. Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month deposit reconciliation.

ACCOUNTS PAYABLE

In addition to its standard invoice entry/check printing functionality, BS&A Cloud's Accounts Payable module offers much more, including communication between modules and data exchange with your bank.

Electronic refund/check requests from other modules are transferred to the AP module with a click, and relevant information is filled in for you. Users can query Accounts Payable for the status of the request without having to consult their colleagues, increasing efficiencies between departments.

As part of your budgeting process, the AP module provides real-time budget verification to prevent overspending.
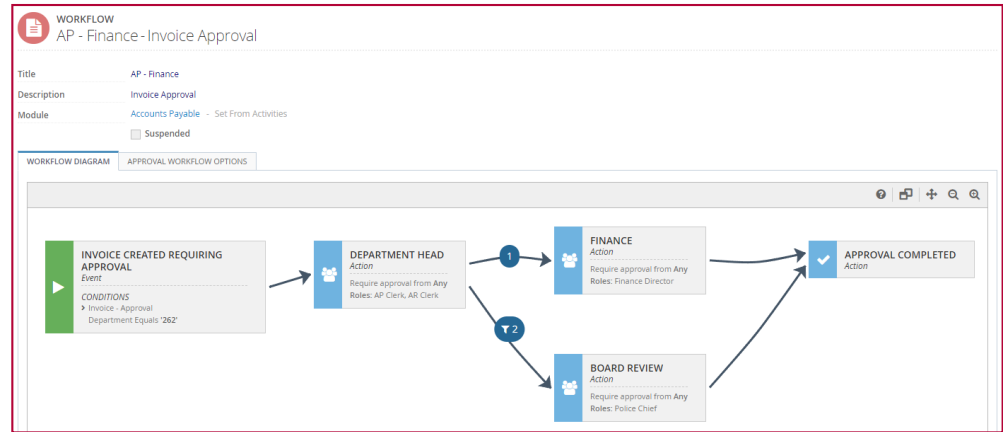
ACCOUNTS RECEIVABLE

BS&A Cloud's Accounts Receivable module is a powerful, flexible tool for managing customers, billing items, and invoices. Recurring invoices can be set up, eliminating the need to manually create repetitive billings.

Paperless Billing lets you email bills to customers; payment can be received via ACH or online through our citizen self-service portal. Payment detail is easily accessed, and displays the original bill in detail, including all payment and adjustment transactions.

PURCHASE ORDER

BS&A Cloud's Purchase Order module is designed to maximize your control over purchasing decisions, while maintaining flexibility and ease of use. This module allows you to incorporate your purchasing policy into the software by utilizing electronic Workflows and Approvals for requisitions, purchase orders, and bid tracking. BS&A's tools allow for users to accomplish more while accessing fewer screens. The Requisition Approval Manager allows for easy status checks, modifications, and customization.

Always stay up to date on record changes through in-app notifications, emails, text updates, and more.

FIXED ASSETS

GASB 34 made the accurate tracking and reporting of fixed assets a necessity. BS&A Cloud's architecture allows for a user-friendly experience when it comes to tracking fixed assets and generating informative reports.

With Flexible Asset Disposal, assets can be partially disposed of based on quantity, dollar amount, or percentage of the total cost. This eliminates the need to record each asset as an individual for disposal purchases – for example, library books can be recorded as a lump sum, and then written off as a percentage of the original cost.

HUMAN RESOURCE MANAGEMENT SUITE

Human Resource specialists are being asked to work more efficiently, think more strategically, and deliver faster results. Smart software that automates and simplifies daily tasks is critical to maximizing resources – designed specifically for the needs of local government, BS&A Cloud's Human Resource Management Suite is the solution.

Easily manage job postings and applications; review employee information, create payroll checks and generate necessary reports all from an easy to use interface.
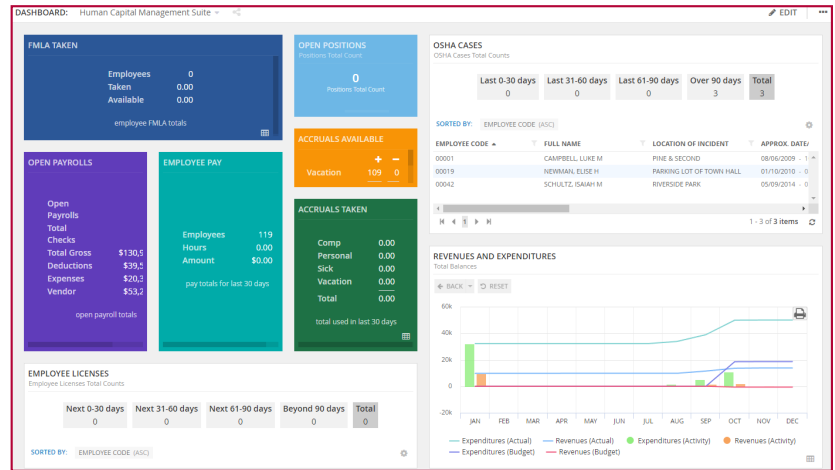
PAYROLL

Power, flexibility, and accuracy are the hallmarks of BS&A Cloud's Payroll module. Our software automates complex calculations, including retro-pay, to make compensation and deduction scenarios much easier to navigate.

All required Federal and State reporting is included and available for electronic submission: quarterly 941 reports; ACA; EE04; Unemployment; and Retirement. W-2 processing uses all IRS-supported formats, including the Social Security Administration's EFW2 file.

Rate table updates and step increases can be scheduled for future effective dates, and rates can be split automatically in the middle of a pay period.
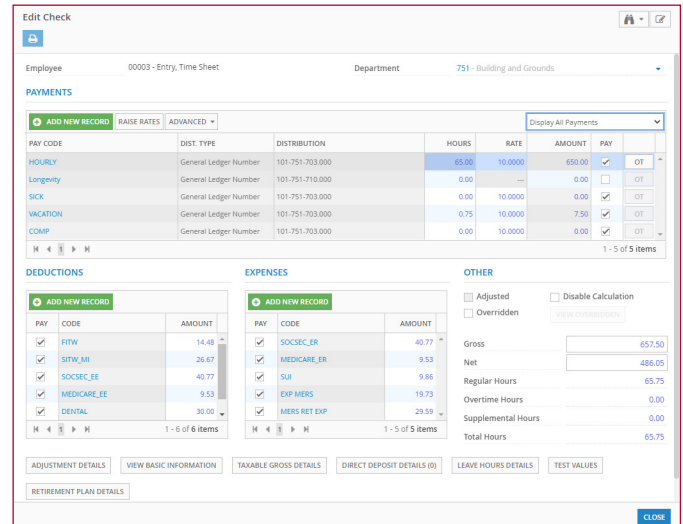
Bring hours in from BS&A Cloud Timesheets or third-party software. Go paperless with simple direct deposit processing and emailing of check stubs in a password-protected PDF format.

Leave accruals allow for flexibility across a wide-range of policies and labor agreements making the tracking painless, and the process automated. View YTD Information on each employee with the ability to drill-down into individual transactions.

HUMAN RESOURCES

BS&A Cloud's Human Resources module allows you to streamline the new hire process from job posting through placement. User-definable checklists and robust tools allow HR specialists to have easy access to the data they need to make quick and accurate decisions.

After hiring, users can unlock more functionality that allow local governments to manage employees efficiently. From Position Management, Personnel Budgeting, Benefit Plan Management, and Workflow, your staff can spend less time doing administrative tasks and more time tackling the things that matter to your employees and your citizens.

TIMESHEETS

Timesheets works hand-in-glove with Payroll to decentralize the data entry of hours worked. Timesheets may be configured to allow employees to enter their time, or to allow for entry by department. Hours can be imported directly into the payroll process, following user-defined Approval rules.

Exception-based options speed data entry time, increasing employee "buy-in." Projects and Equipment can be tracked in summary or detail, and costs to various funds or departments can be allocated based on usage.

EMPLOYEE SELF SERVICE

BS&A's Employee Self-Service (ESS) tool empowers your staff members with much of what is traditionally your HR specialist's responsibility.

Employees can view and request changes to personal data, such as contact information, emergency contacts, W-4 status, and life event changes. Historical payroll and W-2 information, leave balances, and direct deposit are easily located. Employees can complete timesheets and conduct open benefit enrollment.

ESS also offers online job postings and application submittal.

UTILITIES MANAGEMENT SUITE

BS&A Cloud's Utilities Management Suite helps you manage all aspects of your public works department. Written with the end-user in mind, its powerful functionality and intuitive design is user-friendly, and provides the services, processes, and reporting you need to operate efficiently.

Our Cloud-based solution allows for simple, yet comprehensive billing and account management, and increases productivity by automating the process of creating, assigning, and updating work orders. Its anytime/anywhere access allows workers to access work orders and take action on requests through mobile devices while in the field.

UTILITY BILLING

BS&A Cloud's Utility Billing module allows you to manage and bill for a wide range of items. Process Managers turn complex tasks into efficient step-by-step operations: Final Bills, Meter Changes, and Past Due/Shutoff, to name a few. Customizable Billing Cycles let you tailor tasks to specific needs. Our robust meter tracking works with Sensus, Badger, SLC/Neptune, Itron, Greentree, Hersey, and more.

Flexible billing item setup accommodates both consumption-based and flat rate fees. Our Internal Billing capability simplifies the billing of internal accounts by not requiring bills to be printed/payments processed.

Calculate interest on deposits and choose how to refund them to your customers – apply them to the next bill, or send a refund request to BS&A Cloud's Accounts Payable module and cut a check.

Go paperless by emailing bills to customers and processing ACH payments from customers' bank accounts.

Work Orders can be managed in Utility Billing or in BS&A Cloud's Work Order module.

WORK ORDER

BS&A Cloud's Work Order module streamlines the resources needed to manage inventory, equipment, employees, and vendors. View the work order history of each asset tied to your facilities. Create an unlimited number of work order types, apply scheduling rules and restrictions, and set up the necessary accounting in order to exchange data between Work Order and our Cloud Financial Management Suite.

Use your existing GIS map layers to plot your work orders, assets, and facilities.

BS&A ONLINE BILL PAY AND PUBLIC RECORD SEARCH

BS&A Online Bill Pay offers a convenient portal for residents to view their account information and pay their bills electronically. Accepted payment methods are credit card, debit card, and eCheck.

Online payments are automatically inserted in real-time into BS&A Cloud, allowing for a system that is always up to date.

Title companies, realtors, contractors, vendors, and residents have online access to quickly find information, pay a bill, report a concern, or communicate with key personnel. Our Cloud-based software makes it easy for everyone to connect with their local government to allocate important resources and solve problems quickly.

Our intuitive Online Services solution provides your constituents with round-the-clock access and secure electronic payment processing from any device.

SERVICE-SOLUTIONS-SUPPORT-SATISFACTION

BS&A Software provides a tightly-integrated system of software solutions. Our solutions are designed specifically for local governments that demand leading-edge, feature-rich software at a value price. We are driven to excellence in all areas of our business. We focus 100% of our efforts on solving customers' problems, creating deep and lasting relationships through unparalleled customer care, and tenaciously pursuing continuous improvement in our software through innovation and customer feedback.

"BS&A's customer service and support has been outstanding. When I call the office, someone is available immediately to answer a question. If not available immediately, they respond in a very timely fashion. They are available by e-mail or by phone. The staff is well trained and has been able to answer my questions right away or get back to me with an answer in a very short time period. If there is additional information that I need (like a specific report or program function) the staff works diligently to meet all of my needs right away. They are a pleasure to work with."

– City of Holland, MI

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